



Job Posting

Position Title: ESEA & IDEA Monitoring Coordinator

Reports To: Alyson Lerma, Director of Monitoring

Location:

Tennessee Department of Education
710 James Robertson Parkway
Andrew Johnson Tower, 9th floor
Nashville, TN 37243

Position Description: The ESEA and IDEA Monitoring Coordinator will be positioned within the Division of Consolidated Planning and Monitoring. This position will carry out the responsibilities of planning, communicating, and tracking various types of monitorings of IDEA and ESEA grant programs as conducted by CPM team members.

Specific Position Responsibilities:

- Management and administration of IDEA and ESEA results-based monitoring of all IDEA and ESEA programs statewide to include:
 - identifying and communicating with impacted LEAs
 - accessing multiple sources of data to inform monitoring and select schools to be visited
 - coordinating scheduling of visits among CPM team members
 - creating/updating monitoring protocols, documents, and manual
 - collaborating across divisions
 - reviewing, editing and approving final monitoring reports and compliance action plans
 - tracking and managing required follow-up actions by LEAs
 - communicating official monitoring status and documenting evidence
- Development of monitoring instruments, materials and processes.
- Communication and coordination with CPM Regional Consultants and other monitoring team members during all phases of the monitoring cycle to ensure that all deadlines are met and all required actions are properly closed out.
- Design and review results from surveys and other mechanisms to solicit feedback from stakeholders on a regular basis.
- Create official status letters, upload them to ePlan, and share updates via email with district personnel.
- Provide technical assistance and present trainings/professional learning opportunities on topics related to workstreams (for LEAs and for TDOE staff).
- Regularly track and review trends among monitoring findings, sharing results with other teams and producing a comprehensive report (annually)

- Review self-assessment submissions from districts and create a comprehensive overview and share with CPM team members in order to inform technical assistance needs.
- Participation in on-site monitoring visits as a member of the monitoring team.
- Serve as the point of contact for monitorings housed within CPM (juvenile justice, Neglected and Delinquent, focus monitorings, and IDEA-related monitorings—CEIS, discretionary grants, and IEP self-monitoring).
- Review documents submitted by LEAs to determine compliance with comparability requirements.
- Collaborate with the IDEA Coordinator on the various IDEA monitorings.
- Collaborate with other divisions throughout the department.
- Engage in professional learning opportunities.
- Other duties as assigned.

Qualifications:

- Bachelor's degree (minimum) in relevant field
- Experience and/or working knowledge of ESEA
- Experience and/or working knowledge of IDEA
- Knowledge of Microsoft Office Suite – proficiency with Excel and Word required
- Very strong organizational and project management skills
- Very strong oral and written communication skills
- Ability to work in a fast-paced environment with different teams

Successful candidate will exhibit the following:

- Excellence
- Optimism
- Sound Judgment
- Courage
- Teamwork

Salary is competitive and commensurate with qualifications. In addition, a [comprehensive benefits package](#) is included.

To Apply:

Please e-mail a cover letter, current resume, and contact information for three professional references to Alyson.Lerma@tn.gov. Applications will be accepted through [April 20](#).

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